



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
OFFICE OF THE CLERK
Tampa Division**

VACANCY ANNOUNCEMENT

Administrative Assistant

CL 26 \$43,840 - \$54,803

Announcement No. 18-03 Position Closes: Open until filled Available: Immediately

Representative Duties

This position provides support to the chief deputies. The administrative assistant performs varied duties supporting the chief deputies in all areas of court operations and administration.

- Performs research and analysis on procedural matters, including drafting and recommending policies.
- Coordinates the collection of data from divisional offices for preparation of reports to the Administrative Office and the Eleventh Circuit Court of Appeals.
- Interacts with judges, senior management, and other district courts on behalf of chief deputies.
- Prepares and distributes memoranda and emails for chief deputies.
- Arranges video conference meetings as directed. Attends judge committee meetings and staff meetings as needed and prepares minutes.
- Assists with research projects by gathering data for analysis and reports, including recommending improvements.
- Prepares travel vouchers for the chief deputies.
- Serves as a court custodial officer as a member of the property management team.
- Prepares written presentations and power point presentations.
- Provides assistance to Space and Facilities by using spreadsheets to track on-going projects. Assists with accountable/non-expendable property reports.
- Assists with the Clerk's Office Self Assessment.
- Assists with annual update of the Internal Controls Manual.
- Prepares monthly GSA rent review report.
- Assists the Finance Department with security reports and data input.

Minimum Qualification Requirements

Requires a total of four (4) years of work experience, two (2) years at a progressively responsible administrative level which demonstrates the particular knowledge, skills, and abilities to successfully perform the duties of this position. Incumbent must present a professional demeanor at all times, possess strong organizational, analytical, oral and written communication skills. Solid computer skills and familiarity with PowerPoint and Microsoft Office preferred. This position may also require occasional travel.

Information for Applicants

Send cover letter and resume to Human Resources Manager, Clerk's Office, Attention: 18-03, 401 W. Central Blvd, Suite 2100, Orlando, Florida 32801-0210 or you can email a **PDF version** to resume_orl@flmd.uscourts.gov. Applications will be accepted until the position is filled. Selected interviews will be scheduled as applications are reviewed. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged. Facsimiles will not be accepted.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants must be U.S. citizen or eligible to work in the United States

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit

The selected candidate will be subject to a background check as a condition of employment.

* Starting salary commensurate with work experience, previous federal government service, and prior pay history.

EMPLOYEE BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.